

81-1658

4 August 1981

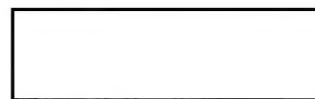
MEMORANDUM FOR: Director of Central Intelligence  
Deputy Director of Central Intelligence  
Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Inspector General  
General Counsel  
Director of Personnel  
Comptroller  
Director, Office of Equal Employment Opportunity

Reas-1

FROM : Director, Office of Policy and Planning

SUBJECT : Office of Policy and Planning

I plan to be on annual leave August 6-27. In my absence, the different  
OPP Staff Chiefs will be working directly with you, as in recent weeks, on  
matters for which this Office is responsible. On matters affecting the Office  
STAT as a whole [redacted] will be standing in for me.



Robert M. Gates

STAT

81-1658

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date																		
1. <u>ED/DOA</u>	<u>SM</u>	<u>5 AUG 1981</u>																		
2. <u>DOA</u>	<u>H</u>	<u>8-6</u>																		
3. <u>DOA</u>	<u>T</u>	<u>1 AUG 1981</u>																		
4. _____																				
5. _____																				
<table border="1"> <thead> <tr> <th>Action</th> <th>File</th> <th>Note and Return</th> </tr> </thead> <tbody> <tr> <td>Approval</td> <td>For Clearance</td> <td>Per Conversation</td> </tr> <tr> <td>As Requested</td> <td>For Correction</td> <td>Prepare Reply</td> </tr> <tr> <td>Circulate</td> <td>For Your Information</td> <td>See Me</td> </tr> <tr> <td>Comment</td> <td>Investigate</td> <td>Signature</td> </tr> <tr> <td>Coordination</td> <td>Justify</td> <td></td> </tr> </tbody> </table>			Action	File	Note and Return	Approval	For Clearance	Per Conversation	As Requested	For Correction	Prepare Reply	Circulate	For Your Information	See Me	Comment	Investigate	Signature	Coordination	Justify	
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Comment	Investigate	Signature																		
Coordination	Justify																			

## REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, dispositions, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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FPMR (41 CFR) 101-11.205

★ GPO : 1980 O - 311-156 (17)